



## **OPERATIONS SUPPORT ADMINISTRATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and manage the activities and staff of the Tempe Police Department's Operations Support Bureau, which is comprised of the Detention, Identification, and Property and Evidence Sections. To plan and direct the development of each section's work plan, schedule and operating procedures, and perform complex administrative tasks in the assigned areas of responsibility.

### **Supervision Received and Exercised:**

Receives direction from an Assistant Chief of Police.

Exercises direct supervision over Detention, Identification, and Property and Evidence Section's supervisory and line staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Direct, oversee and participate in the development of the Detention, Identification, and Property and Evidence Section's work plan; assign work activities, projects and programs; monitor work flow; develop and implement policies and procedures; review and evaluate work products, methods and procedures.
- Plan, coordinate, assign and supervise the work of supervisory and line personnel.
- Participate in preparing the Operations Support Bureau budget; assist in budget implementation; participate in the forecast of additional funds for staffing, equipment and materials; monitor and control expenditures.

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- Participate in the selection of Operations Support Bureau personnel; provide or coordinate staff training; work with employees to recognize job performance and correct deficiencies; implement disciplinary procedures as necessary.
- Review internal and external complaints and problems; ensure compliance with established policies and procedures regarding the safety and welfare of staff and prisoners.
- Plan training sessions for Operations Support Bureau personnel; conduct in-house training sessions; evaluate performance standards for staff personnel on an ongoing basis; review various statistical reports generated by the Operations Support Bureau for all workload indicators.
- Prepare a wide variety of activity reports on Bureau activities, including C.A.L.E.A. mandated reports.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of management experience in a municipal, county, state, or federal law enforcement agency.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Police Science, Business or Public Administration.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 3412**

**FLSA: Exempt**